

CD50-OWI-003

REVISION D

EFFECTIVE DATE: December 11, 2002

ORGANIZATIONAL ISSUANCE

CD50

HANDLING OF EXHIBIT REQUESTS FROM TOURIST ATTRACTIONS

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Shar Hendrick	Manager, Government & Community Relations Department	CD50	12/11/02

CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Organizational Issuance CD50		
Handling of Exhibit Requests From Tourist Attractions	CD50-OWI-003	Revision: D
	Date: 12/11/02	Page 2 of 6

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/8/99	OWI Baselined
Revision	A	7/17/00	Quality Record Identification, Repository and Retention revised.
Revision	B	8/1/01	Purpose - Change 50-mile radius to 60-mile
Revision	C	10/24/02	Rewrite to clarify process
Revision	D	12/11/02	Add statement for process of returning exhibits to MSFC.

Organizational Issuance CD50		
Handling of Exhibit Requests From Tourist Attractions	CD50-OWI-003	Revision: D
	Date: 12/11/02	Page 3 of 6

1. PURPOSE

This document provides instructions for displaying exhibits at tourist attractions within a 60-mile radius of Marshall Space Flight Center.

2. APPLICABILITY

This OI applies to all tourist attractions that request exhibits for display at their location about programs/projects of the Marshall Space Flight Center.

3. APPLICABLE DOCUMENT

None

4. DEFINITIONS

a. Tourist attraction: A facility visited by the general public for free admission or a small fee.

b. Exhibit: To present or expose to view; show; display; and to present to public view for entertainment, instruction, and/or advertising.

5. INSTRUCTIONS

This OI relates to the request, process, development and implementation of receiving an exhibit request from a tourist attraction and delivering it for display.

Action by CD50, U.S. Space & Rocket Center Liaison:

5.1. Receive request for an exhibit from a tourist attraction.

5.2. Seek approval from CD50 Government & Community Relations Department Manager to create and develop exhibit.

5.3. Coordinate exhibit development activity with MSFC Program Office(s) and/or Exhibits Coordinator, Media Relations Department.

5.4. Review draft concept.

5.5. Receive final exhibit concept and layout.

Organizational Issuance CD50		
Handling of Exhibit Requests From Tourist Attractions	CD50-OWI-003	Revision: D
	Date: 12/11/02	Page 4 of 6

5.6. Contact tourist attraction and coordinate delivery of exhibit.

5.7. Verify that the exhibit is displayed appropriately at the tourist attraction facility.

5.8. When the exhibit is outdated, Marshall will determine whether or not to produce another exhibit to reflect current research conducted or to discontinue use of the exhibit. If the exhibit is to be reproduced then this process will be repeated. If the exhibit is discontinued, CD50 will coordinate removal and return of the exhibit to MSFC.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

Organizational Issuance CD50		
Handling of Exhibit Requests From Tourist Attractions	CD50-OWI-003	Revision: D
	Date: 12/11/02	Page 5 of 6

9. RECORDS

Quality Record	Repository	Retention
A file is maintained for each exhibit delivered to a tourist attraction. All contents of this file will be considered the quality record for this process. The file may contain the following: original request from requester, description of exhibit, approval from CD50 Director, and delivery information	Maintained by Public Affairs Specialist	NPG 1441.1 Schedule 1/65 [1387A.] Destroy when no longer needed

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

See Figure 1.

Organizational Issuance CD50		
Handling of Exhibit Requests From Tourist Attractions	CD50-OWI-003	Revision: D
	Date: 12/11/02	Page 6 of 6

Figure 1.
Handling of Exhibit Requests From Tourist Attractions
Flowchart

